



EMBASSY OF THE UNITED STATES

TIRANA • ALBANIA

NON-IMMIGRANT VISAS

Instruction Package for Fiancé(e) Visa Applicants (K-1/K-3)

These instructions apply only in cases when you've been asked by National Visa Center (NVC), your agent, or Consular Section to do so. After your petition for Fiancé(e) visa has been approved by NVC, and sent to the Consular Section, U.S. Embassy, Tirana, the beneficiary or the petitioner will be contacted by e-mail or by mail with information about how to apply for your Fiancé(e) Visa. The beneficiary and the petitioner should mail in to our office the original documents listed below.

IMPORTANT NOTICE: It is applicant's responsibility to mail in all the documents listed below. The Consular Section will not schedule an interview date until you have **mailed all the required documents** listed below.

Reminder: Civil documents issued more than one year ago are considered expired. If your civil documents were issued over a year ago, bring updated original copies of civil documents and/or financial evidence such as tax returns which may have changed or been superseded since you originally submitted them to the NVC or Consular Section for review.

Forms to be completed by each visa applicant

For Beneficiary:

Complete the following Forms and obtain the required documents listed below.

- DS-230 (Application for Immigrant Visas and Alien Registration): Part I (Biographic Data).
- DS-156 (Nonimmigrant Visa Application). Print out 2 (two) copies, and sign both of them.
- DS-156K (Nonimmigrant Fiancé(e) Visa Application).
- **DS-157** (Supplemental Nonimmigrant Visa Application). For all **male** applicants, 16 to 45 years old.

The above forms can be downloaded through the U.S. Department of State's Bureau of Consular Affairs web page "[Visa Application Forms](#)."

THE VISA APPLICANT SHOULD READ [THE INFORMATION on the Legal Rights Available to Immigrant Victims of Domestic Violence in the United States and Facts about Immigrating on a Marriage-Based Visa](#).

Failure to read this information may delay processing of your visa.

For Petitioner:

1. Complete and mail (not photocopy, nor send by e-mail) a signed [Form I-134](#) - original Affidavit of Support, for each petition filed,
2. A photocopy of the sponsor's U.S. passport or legal permanent resident card,
3. A recently issued job letter that includes information on length of employment and salary,
4. Tax returns of the last year (Form 1040),
5. Most recent tax year W-2s for all jobs held, and
6. OR, instead of items 4 and 5: An Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the [IRS](#) website www.irs.gov. This document must be less than 12 months old when presented on the interview date. You can download Form I-134 at: <http://www.uscis.gov>. For more information for preparing Affidavit of Support forms, please visit the U.S. Department of State's Bureau of Consular Affairs web page "[Affidavit of Support Instructions](#)."
7. Joint Sponsor:
 - a) If petitioner's income does not meet the requirements of the Poverty Guidelines, established yearly by the U.S. Department of Health and Human Services (DHHS) <http://aspe.hhs.gov/poverty/> or, if the petitioner is not qualified to sponsor his/her relative

financially, s/he must find a joint sponsor who can present a signed Form I-134, accompanied by a photocopy of the sponsor's U.S. passport or legal permanent resident card, tax returns of the last year, most recent tax year W2s for all jobs held, and a recently issued job letter, or an Internal Revenue Service (IRS) transcript, **in addition to petitioner's I-134 Affidavit of Support**. Regardless of whether you (the petitioner) do qualify or not to file, you must file form I-134.

- b) If the joint sponsor is married, his/her spouse should also present a signed Form I-134, accompanied by a photocopy of the U.S. passport or legal permanent resident card of the spouse of joint sponsor. For more information on the joint sponsor's required documentation please visit the U.S. Department of State's Bureau of Consular Affairs web page "[Checklists for Preparing Affidavit of Support Forms](#)."
8. If you as the petitioner did not file taxes in the last year, you **must also prepare a signed statement explaining why you were not required to file**.
9. Evidence of assets if you want to use them to prove your ability to support the applicant financially.

Required Documents for Each Visa Applicant

1. PHOTOCOPY OF PASSPORT: Photocopy of passport must be provided. The beneficiary's passport must be valid for travel to the United States and must have at least one year validity beyond the issuance date of the visa. You must present your passport at the interview date.

2. BIRTH CERTIFICATES: Original birth certificate for each applicant. It should read Certificate of Birth, not Personal Certificate (e.g.: the certificate translated in six languages reads "Certificate of Birth – Certifikatë Lindjeje). Birth certificates must be issued by the government of the country where the applicant was born. Albanian birth certificates for applicants **not** born in Albania will not be accepted.

3. MARRIAGE CERTIFICATE: Original marriage certificate for each visa applicant. This applies only to K-3 visa applicants.

4. DIVORCE DECREE OR DEATH CERTIFICATE: If previously married, please include proof of termination of that marriage whether by death or divorce (e.g. death certificate of previous spouse, final decree of divorce, etc).

5. MINISTRY OF JUSTICE RECORDS: Criminal record (in Albanian Dëshmi Penaliteti) issued by the Albanian Ministry of Justice for each applicant age 16 years or over in current and any former names, **including maiden names**.

Important: Applicants must clearly note on the court certificate application form that they are applying for a U.S. visa. Court certificates for applicants for U.S. visas are transferred directly to U.S. Embassy Tirana. Only court certificates obtained directly through U.S. Embassy Tirana are acceptable; applicants may not present their own certificates. In order to certify that you've applied for the MOJ certificate, please send to our office a copy of the receipt of payment for the criminal record, which you received from the Albanian Post Office (keep the original one with you, for any rare case where the issuing office in error sends the certificate back to the Post Office where you applied.)

6. DISTRICT COURT AND ATTORNEY RECORDS: These records are issued at the city where you have resided in the last six months, for all applicants age 16 or over in current and any former names, **including maiden names**.

NOTE: Persons convicted of a crime must obtain court records, even if the beneficiary has been pardoned or granted amnesty, or the criminal conviction is expunged. These documents must be translated and notarized.

7. POLICE RECORDS FROM A FOREIGN COUNTRY: A translated and notarized Police Record from a foreign country for applicants age 16 or over, if the applicant is currently living in that country for more than six months, or if the applicant has previously lived in that country for more than one year. For further information, please read the Police Certificates title of the U.S. Department of State's Bureau of Consular

Affairs web page "[Documents the Applicant Must Submit to the NVC.](#)" Applicants who are or were residents in Greece should apply for the Greek Police certificate at the Greek Embassy in Tirana, which will transfer the certificate directly to U.S. Embassy. Applicants may not present their own Greek police records. These records do not require translation.

Documents issued by Greek authorities (such as court records, birth certificates, etc.) require to be apostilled and translated into English by the Translation Services of the Greek Ministry of Foreign Affairs. Please visit [the Greek Ministry of Foreign Affairs](#) website for more information and contact information.

8. MILITARY RECORDS: issued by the Army Recruiting Office (Zyra e Rekrutim-Mobilizimit), for all **male** applicants age 18 and over, regardless of having served the military service or not.

9. OTHER COURT DOCUMENTS: Court records regarding name changes, age amendments, adoption and similar subjects must also be submitted at the time of interview.

10. TRANSLATION: Certified English translations must accompany all documents not in English, or in the official language of the country (Albanian). Translations must be certified by a competent translator and sworn before a Notary Public. All certificates must be less than 12 months old when presented on the interview date.

11. PHOTOS: Regardless of age, all U.S. Immigrant Visa applicants must present **three** un-retouched color photographs, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background. The photo should have a full frontal view of the face, with the head centered in the frame. The face should cover 50 percent of the photo area. For more details please visit the U.S. Department of State's Bureau of Consular Affairs web page "[Photograph Requirements.](#)" If the requirements are not met, the photo will not be accepted. The photo should be taken within the past six months.

12. DHL COURIER CONFIRMATION PAGE. See below for detailed information.

13. EVIDENCE OF RELATIONSHIP with your U.S. citizen fiancé(e).

14. EVIDENCE OF FINANCIAL SUPPORT: See **STEP 2** above for detailed information.

15. CONSULAR SECTION'S MAILING ADDRESS

All the above documents, from the Beneficiary and from the Petitioner, **should be mailed to:**

U.S. Embassy / Consular Section / Rr. e Elbasanit, Nr. 103 /Tirana, Albania

When you send these documents, please cite **applicant's exact first and last name**, and his or her case number on the envelope (e.g.: John Doe - TIA...).

Processing of the Visa

Upon receipt, each application and documents will be reviewed by our staff. Only when your case is documentarily complete, the Consular Section of U.S. Embassy in Tirana will notify by e-mail or mail the petitioner and/or the beneficiary to schedule an appointment. See "Interview" section on how to schedule an appointment, once you have been notified to do so.

Before the Interview

1. SECURITY INFORMATION: No electronic devices of any kind are allowed inside the U.S. Embassy, including cell phones, cameras, recording devices, electronics, computers, large bags or luggage. Applicants may not bring weapons, liquids or objects under pressure (such as hairspray or deodorant). There is no public parking at the Embassy; public transportation is encouraged.

2. MEDICAL EXAMINATION: Before their final immigrant visa interview, all applicants are required to undergo a medical examination performed only by the medical doctors in agreement with this Embassy to administer the examination.

The beneficiary should go for the medical examination exactly two weeks prior to his/her interview. You will have to print the [medical examination](#), read it carefully, fill it in, and present it to one of the panel physicians. The beneficiary is also responsible for the cost of the examination. A medical examination is

also required for each accompanying child. You should have with you the appointment letter you printed when you scheduled your appointment (described below under "Interview" section) on the day of medical examination.

Do not send the results of your medical examination to this office before your interview. You will be required to submit your medical report to this office at the time of your interview. **Do not bring X-ray CD to the Embassy.** Please read section VI of this instruction regarding the X-rays.

You can download the Medical Examination form by visiting the U.S. Department of State's Bureau of Consular Affairs web page "[Interview Preparation - Medical Examination](#)." Search for TIA –Tirana and download the medical examination form.

Interview

REGISTERING FOR DHL COURIER SERVICE: In order to benefit from free document submission via DHL courier and for us to return your passport upon completion of your case, you must create an account at <http://albania.usvisa-info.com>, and follow the instructions to register for the DHL courier service and pay the visa application fee. Optionally you may contact the Call Center at the toll free numbers (+355) (0) 445 000 37 (in Albania), (703) 439-2349 (in the United States), or USVisaAlbania (on Skype) to speak to an agent who will assist you. This free of charge DHL service is valid only within Albania.

Note: Do not schedule an appointment before you receive specific instructions from Consular Section to do so, otherwise the appointment will be cancelled.

- Print out the DHL confirmation page and bring it on the appointment date.

You are not required to pay any other fees after this registration. You can also keep track of the status of your documents either by logging in your account or by contacting the call center at the toll free numbers (+355) (0) 445 000 37 (in Albania), (703) 439-2349 (in the United States), or USVisaAlbania (on Skype). Please save your account details as you may need to go back to this website to learn about your passport delivery status, and/or to submit new documents to Consular Section, if instructed to do so.

Effective April 13, 2012, the fee for the Fiancé(e) Visa is \$240.00 per person. Since the fees are subject to change, please visit the Department of State's Bureau of Consular Affairs web page "[Fees for Visa Services](#)" for updated information on visa fees.

SCHEDULING YOUR INTERVIEW: The U.S. Consular Section will notify you to schedule your appointment date only after you have sent all the required documents to this office. Once instructed to do so, you will log in your account at <http://albania.usvisa-info.com>, or call the call center in the numbers provided above and schedule an appointment. Print out the appointment letter and take it with you first at the panel physician, and then at the Embassy on the appointment date. Copy your case number and provide it to the panel physician. Do not schedule an interview before receiving notification from Consular Section, as it will be cancelled.

You can view the status of your visa case at: <https://ceac.state.gov/CEAC/>. All you need is your case number and the location of your interview to monitor your case's progress.

After the Interview

After your personal interview with the Consular Officer, if your file is complete and you are found qualified, your visa will be issued and sent together with the visa packet by DHL courier service to their branch you selected when registering for this service. Important: Please **do not open the sealed envelope** containing the visa packet.

Some visa applications may require: a) additional documents, or b) further [administrative processing](#).

- When additional documents are requested, the Consular Officer will provide you with a refusal letter where are noted the missing documents. Only the marked items do apply in your case. Please note that the Consular Officer may use the Albanian language to explain the documents required by the applicant, and English language to explain the documents required by the petitioner or the sponsor. Therefore, you may have to send a copy of the refusal letter by fax or

email to the petitioner. It is strongly recommended that you send all the requested documents at once, otherwise your case may take more time.

- b) A further administrative processing takes additional time after the visa applicant's interview by a Consular Officer. Applicants are advised of this requirement when they apply. Most administrative processing is resolved within 60 days of the visa interview. When administrative processing is required, the timing will vary based on individual circumstances of each case. Before making inquiries about status of administrative processing, applicants or their representatives will need to wait at least 60 days from the date of interview or submission of supplemental documents, whichever is later.

After you Have Received the Passport and the Visa Packet

Do not open the sealed envelope, which contains your immigration packet. It should not be changed, and it should be surrendered along with the X-rays to the U.S. immigration officer at a port of entry into the United States. Do not pack it; it must be hand-carried. You will fill out the Form "Alien Registration Card" (Form I-551), known as Green Card at the port of entry. This card will be mailed to the address in the United States, as written in your application forms. This is a very important document, which will serve as proof that you have permission for permanent residency and gives you the opportunity to stay and enter the USA without a visa.

The visa in the passport is usually valid for six months (in some cases for less than six months, thus check your visa's expiry date). Check your data on the visa for any possible misspelling. If you notice any misspelling on the visa, you should come back to the Consular Section of the U.S. Embassy, Tirana, together with the sealed envelope and your passport to correct the data. You should enter the U.S. before your visa expires, otherwise you lose your status. Do not travel outside the U.S. before you have received your Permanent Resident Card. Children who turn 21 years old after visa issuance, should travel to the United States before they turn 21 years old, otherwise they lose their status.

Your visa can not be extended beyond the six month period, and the fees paid for the visa are not refundable. If, for any reason you could not use your visa, please turn it back to the Consular Section, U.S. Embassy, Tirana. Another visa will be issued only if you prove that it was impossible for you to travel for reasons beyond of your control.

Most Important

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants.

Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued. An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States before their immigrant visas expire.

This office will make every effort to expedite the process. However should complications arise, applicants may be required to return to this office or furnish additional information.

Before an appointment can be scheduled:

Section 203(g) of the U.S. Immigration and Nationality Act requires that an intending immigrant pursue his/her visa application within one year from the date he/she is informed that it is possible to do so. If you fail to do so within one year from the date of the attached letter, your application and any visa petition approved for you will be cancelled.

For New Immigrants: Welcome to the United States

For a guide concerning new immigrants to the United States, please visit the USCIS web page "[Welcome to the United States: A Guide for New Immigrants](#)" and [Welcome To USA website](#).

After being issued the Permanent Resident Card, you should stay abroad **for less than one year**, otherwise you will be considered to have lost your status of Legal Permanent Resident. For more information on the rights and responsibilities as Legal Permanent Residents, please visit the USCIS pamphlets "[I am a Permanent Resident. How Do I... Know What My Responsibilities Are?](#)" (PDF 1.19 KB), and "[How Do I Get a Reentry Permit](#)" (PDF 1.18 KB).

If you have questions regarding the Permanent Resident Card, or if you did not receive your card within a certain time, please contact the [USCIS office](#) in the state where you are living.